

## NIH POLICY MANUAL

### 2300-320-7 INTRAMURAL RESEARCH TRAINING AWARD (IRTA) PROGRAM

Issuing Office: OD/OHRM/SASED, 496-1443

Release Date: 08/21/00

---

1. **Explanation of Material Transmitted:** This issuance transmits the NIH policy on the use of the NIH Intramural Research Training Award (IRTA) Program.
2. **Filing Instructions:**

**Remove:** NIH Manual 2300-320-7, dated 01/06/99

**Insert:** NIH Manual 2300-320-7, dated 08/21/00

**PLEASE NOTE --** For information on:

- Content of this chapter, contact the issuing office listed above.
  - NIH Manual System, contact the Division of Management Services, OMA on 496-2832, or enter this URL: <http://www3.od.nih.gov/oma/manualchapters>.
- 

#### A. Purpose:

IRTA Traineeships are established for the principal benefit of the participant and to provide opportunities for developmental training and practical research experience in a variety of disciplines related to biomedical research, medical library research and related fields. Traineeships are designed to provide research training "for which fellowship support is not provided under Section 487 of the PHS Act, and which is not residency training of physicians or other health professionals."

Service is a by-product of the IRTA Program unlike the Service Fellowship Program (e.g., Research and Clinical Fellowships) where service is a dominant part of the training objective. **NOTE:** Trainees may not engage in patient care activities (any clinically-related activity **MUST** explicitly be under the direct supervision and control of an NIH employee), be assigned official supervisory responsibilities, or sign documents on behalf of the Government (e.g., requisitions).

#### **Postdoctoral**

To provide advanced practical research experience to physicians and other doctoral researchers who are at the beginning stages of their professional research careers. Traineeships are not appropriate for scientists who have already demonstrated significant research achievements or who have proven records as independent researchers.

<b>Predoctoral</b>	<p>To provide practical research training and experience to students, by supplementing academic course work and/or encouraging pursuit of professional careers in biomedical research to:</p> <ol style="list-style-type: none"><li>1) students enrolled in doctoral degree programs in biomedical sciences. The research experience which frequently involves dissertation research, is undertaken as an integral part of the student's academic preparation and will involve close cooperation and planning between NIH and the academic institution;</li><li>2) students who have been accepted into graduate, doctoral, or medical degree programs and wish an opportunity to delay or interrupt their education for an interim research experience before entering school.</li></ol>
<b>Post-Baccalaureate</b>	<p>To provide recent college graduates, including minorities, women, and persons with disabilities, an opportunity to postpone application to graduate or medical school and to provide a means to introduce individuals early in their careers to the research field; encourage their pursuit of professional careers in biomedical research; and allow additional time to pursue successful application to either graduate or medical school programs.</p>
<b>Technical</b>	<p>To produce a cadre of highly trained research support professionals capable of performing the latest advanced techniques in a laboratory by developing the Trainees' skills in the conduct of basic and applied research.</p>
<b>Student</b>	<p>To provide a developmental training experience to promising high school, undergraduate, and graduate students who have expressed a strong interest in or are studying disciplines related to biomedical sciences.</p>

## **B. Legal Authority and References:**

(1) The Director, NIH, may conduct and support research training for which fellowship support is not provided under Section 487 of the PHS Act and which is not residency training of physicians or other health professionals (42 USC 282(b)(13);

(2) the Directors of the national research institutes may conduct and support research training for which fellowship support is not provided under Section 487, and which is not residency training of physicians or other health professionals [42 USC 284(b)(1)(C)];

(3) the National Center for Complementary and Alternative Medicine, OD, NIH, may conduct research training as described in 42 USC 287c-21(a); and

(4), the National Library of Medicine (NLM) may conduct training as described in 42 USC 286b-3 (NLM Traineeships limited to postbaccalaureate students only); 42 CFR Part 63, Public Health Service Regulations;

**C. Program Administration:** See [Appendix 6](#)

#### **D. Program Exceptions:**

DDIR approval is required for all exceptions to program provisions. Requests for exceptions to program provisions must be fully justified in writing, describing the nature and basis for the exception.

#### **E. Resources and Funding:**

Trainees are not Federal employees. Traineeships are subject to the availability of space, funds, preceptors' time, and limited by the number of training assignments available within participating Institutes, Centers, or Divisions.

#### **F. Eligibility:**

Traineeships are available only to U.S. citizens or permanent resident aliens.

##### **Postdoctoral**

Individuals who possess a Ph.D., M.D., D.D.S., D.M.D., D.V.M. or equivalent degree in a biomedical, behavioral, or related science; or certification by a university as meeting all the requirements leading to such a doctorate; and five or fewer years of relevant postdoctoral experience and up to two additional years of experience not oriented towards research (i.e., clinical training for physicians).

##### **Predoctoral**

1) Students enrolled in Ph.D., M.D., D.D.S., D.M.D., D.V.M., or equivalent degree programs at fully accredited U.S. universities (which frequently involves dissertation research). The research experience is undertaken as an integral part of the student's ongoing academic preparation and is credited towards completion of degree requirements; or

2) Students who have been accepted into graduate, doctoral, or medical degree programs and who have written permission from their school either to delay entrance for up to one year, or to interrupt their current schooling and to return within one year to their degree granting programs.

##### **Post-Baccalaureate**

Individuals who have graduated from a fully accredited U.S. college or university no more than one year prior to the activation date of Traineeship, and intend to apply to graduate or medical school in biomedical research within the next year.

##### **Technical**

Individuals who have graduated from a fully accredited U.S. college or university with a bachelor's or master's degree in any discipline.

**Student**

Students who are at least 16 years of age and are enrolled at least half-time in high school or have been accepted for or are enrolled as an undergraduate or graduate in an accredited U.S. college/university in good academic standing. Each IC is responsible for establishing its own policy on the granting of Traineeships to students who are relatives of IC employees. However, in no case, may Trainees receive a training assignment in a Lab/Branch where a relative has authority for resource allocation decisions. If required by State or local government law or regulation, work permits must be obtained, written agreement of a parent or guardian is also required. In addition, restrictions published by the Dept. of Labor must be followed regarding assignments that may be hazardous or detrimental to the health and well-being of students.

**G. Duration of Program Components:**

Time spent on a Traineeship within any component counts toward that total component duration, regardless of the number of Traineeships granted by different ICs. Neither duration of the award period nor the original termination date will be extended due to periods of excused or unexcused absence. All renewals must be in writing and include beginning and termination dates.

	<b>Postdoctoral</b>	<b>Predocutorial</b>	<b>Post-Baccalaureate</b>	<b>Technical</b>	<b>Student</b>
<b>Initial Traineeship</b>	1 or 2-year (2-year Traineeships must be processed in 1-year increments.)	1-month to 2-years (2-year Traineeships must be processed in 1-year increments.)	1 year	2 years (2-year Traineeships must be processed in 1-year increments.)	1-month to 1-year. Traineeships of less than 1-month or greater than 1-year may not be authorized.
<b>Renewal of Traineeship</b>	1-year increments	1-month to 1-year increments	1-year increments	1-year increments	1-month to 1-year increments
<b>Maximum Traineeship</b>	5 years	3 years	2 years	3 years	Traineeship period unlimited as long as student meets eligibility criteria.
<b>Terminal Extension</b>	A terminal Traineeship period not to exceed 3 months is permitted.				

**H. Upon Conclusion of Traineeship:**

- Trainees do not carry a service payback obligation.
- Provided they meet eligibility requirements, Trainees may be considered for, but are not entitled to, employment or other training at the NIH.

**I. Schedules:****Postdoctoral**

Trainees are normally expected to devote 40 hours per week to training assignment.

However, part-time schedules may be arranged on a case-by-case basis if approved by IC Scientific Director. Intermittent schedules are not permitted. Note: part-time schedules of less than 32 hours per week may affect eligibility for Foundation for Advanced Education in the Sciences (FAES) health insurance or other health insurance.

**Predoctoral,  
Post-Baccalaureate,  
Technical and  
Students**

Part-time schedules may be negotiated and prearranged. Intermittent schedules are not permitted.

**NOTE:** Part-time schedules of less than 32 hours per week may affect eligibility for Foundation for Advanced Education in the Sciences (FAES) health insurance or other health insurance.

**J. Stipends:**

Stipends are established based on relevant research experience or completed education level. Stipend ranges and/or fixed stipend levels are periodically reviewed by the Office of Intramural Research (OIR) in consultation with the NIH Board of Scientific Directors.

**NOTE:** The stipend ranges and schedules do not necessarily apply to North Carolina (NIEHS, Montana (RML-NIAID), and Arizona (Phoenix-NIDDK). See appendices for detailed information.

**INITIAL STIPENDS****Postdoctoral**

Stipends are established based on 5 or fewer years of relevant research experience and up to 2 additional years of experience not oriented towards research (i.e., clinical training for physicians).

**NOTE:** Stipend level must be prorated based on training schedule.

[\[Appendix 1\]](#)

<b>Predoctoral</b>	<p>Stipends are established based on the number of years of post-baccalaureate education completed upon activation of Traineeship.</p> <p><b>NOTE:</b> Stipend level must be prorated based on training schedule.</p> <p><a href="#">[Appendix 2]</a></p>
<b>Post-Baccalaureate</b>	<p>Stipends are set at the lowest level authorized under the Predoctoral stipend schedule.</p> <p><b>NOTE:</b> Stipend level must be prorated based on training schedule.</p> <p><a href="#">[Appendix 3]</a></p>
<b>Technical</b>	<p>Stipends are established based on the degree and amount of relevant experience at activation of Traineeship, not to exceed 3 years.</p> <p><b>NOTE:</b> Stipend level must be prorated based on training schedule.</p> <p><a href="#">[Appendix 4]</a></p>
<b>Student</b>	<p>Stipends are established based on the amount of education completed upon activation of Traineeship.</p> <p><b>NOTE:</b> Stipend level must be prorated based on training schedule.</p> <p><a href="#">[Appendix 5]</a></p>

## STIPEND INCREASES

<b>Postdoctoral</b>	<p>Stipend increases of between \$1,500 - \$2,000 per annum may be granted based on growth, development, and accomplishments, but where warranted, increments can be larger providing they do not exceed the appropriate stipend range.</p> <p>ICs may approve exceptional stipend increases of one stipend level for 10 percent of its fellows, e.g., a fellow with one year of postdoctoral experience could be paid a stipend within the range for the two-year experience level.</p>
<b>Predoctoral</b>	<p>Stipend increases of \$1,000 per annum may be granted based on progress in academic studies and/or training assignment, for each year they remain in the program.</p>
<b>Post-Baccalaureate</b>	<p>A stipend increase of \$1,000 may be granted, by exception, if the award is renewed for second (and final) year in the program.</p>
<b>Technical</b>	<p>Stipend increases of \$1,000 per annum may be granted based on progress in the training assignment for each year in the program.</p>

**Student**

Eligible for the next higher stipend increase based on the amount of education completed.

## STIPEND DIFFERENTIAL

**Postdoctoral**

An additional differential of up to \$10,000 may be added to the initial stipend level of postdoctoral fellows with a doctoral degree or equivalent experience in one of the following eight specialty categories:

1. Engineer (electrical, chemical, mechanical, biomedical);
2. Computer Scientist;
3. Computational biologist: (informatics, information technology);
4. Physicist;
5. Chemist (analytical, physical, organic, and inorganic);
6. Biostatistician;
7. Epidemiologist;
8. Mathematician

**K. Method of Stipend Payment:**

Stipends are paid on a monthly basis.

**Postdoctoral, Predoctoral and Post-Baccalaureate**

Initial stipend checks will be paid in advance and the payment for a given month will reflect the amount projected for the upcoming month. The stipend will be direct deposited within the first week following activation of Traineeship. Subsequent monthly stipend payments are direct deposited usually on the first business day of each month. Trainees who do not have established direct deposit bank accounts will receive stipend payment by check and are usually received by the 10th of each month.

**Technical and Student**

Initial stipend checks will be paid in arrears. The payment received for a given month will reflect the amount owed from the preceding month. The stipend will be direct deposited. Subsequent monthly stipend payments are direct deposited usually on the first business day of each month. Trainees who do not have established direct deposit bank accounts will receive stipend payment by check and are usually received by the 10th of each month.

**L. Supplemental Funding:**

Supplemental funding may be granted to Trainees who wish to come to NIH for a period of

research training under the auspices of Traineeships or grants awarded by outside (non-Federal) organizations or institutions, when the funding provided is insufficient to support the Trainees during research training in NIH's laboratories.

Supplemental Funding may be granted:

- ONLY to Trainees who have already been approved for or currently receive outside (non-Federal) support;
- ONLY to Trainees NOT receiving support under the NRSA Program;
- ONLY to Trainees that have NO employment relationship with the outside (non-Federal) sponsor; other potential conflict-of-interest issues must also be addressed.

The amount of the NIH IRTA stipend will be determined on a case-by-case basis and will vary depending on the level of support provided by the outside (non-Federal) sponsor. The stipend will be fixed at such a rate that the combined level of stipend support will match the rate for similarly qualified Trainee.

**NOTE:** Supplemental rates that would result in a combined stipend from NIH and the outside (non-Federal) sponsor that is either less than or in excess of the authorized stipend for the relevant component may not be approved.

Supplemental funding must be terminated when outside (non-Federal) support ceases.

### **M. Application Procedures:**

Applicants may apply directly to a specific IC or may send application documentation to the NIH Office of Education (OE). Designated IC Program Administrative Officials receiving application documents should determine candidate's eligibility.

Applications received by OHRM, NIH should be forwarded to OE, NIH.

### **N. Selection Procedures:**

Traineeship preceptors and Laboratory/Branch Chiefs will review applications, evaluate and recommend candidates, and develop individualized training plans for approval by the IC Scientific Director. Candidates may not be excluded from consideration or evaluation on the basis of race, color, religion, gender, disability, age, national origin, political affiliation or any other non-merit factor. Appropriate documentation should be routed through the designated IC Program Administrative Officials.

### **O. Application Documentation:**

<b>Postdoctoral</b>	CV, bibliography (if applicable), 3 letters of reference, applicant's statement of research goals, official copy of transcript. In addition, must provide official copy of doctoral degree and brief summary of doctoral dissertation (if applicable).
---------------------	--



<b>Predoctoral</b>	CV, bibliography (if applicable), 3 letters of reference emphasizing research potential, applicant's statement of research goals, official copy of undergraduate, graduate, and/or medical school transcript. Verification from the university that the applicant is in good academic standing; is enrolled in a doctoral degree program; and that the school is agreeable to the student's participation.  In addition, applicants must have written permission from their institutions to interrupt their educational programs including a written agreement allowing students to return to their degree programs within 1 year.
<b>Post-Baccalaureate</b>	CV, bibliography (if applicable), 3 letters of reference emphasizing potential, applicant's statement of research goals, and official copy of undergraduate school transcript.
<b>Technical</b>	CV, 2 letters of reference, statement of career goals, and official copy of undergraduate transcript.
<b>Student</b>	CV, 2 letters of reference, official copy of school transcript, letter from school verifying academic standing, information on honors and achievements, and statement of interest in biomedical research.

## **P. Mentoring:**

Principal responsibility rests with training preceptor; other assistance available from IC Lab/Branch Chiefs and Scientific Director.

## **Q. Career Counseling:**

NIH Office of Education and IC Human Resource Management Staff.

## **R. Training:**

Individual Development Plans (IDP) are required. When Trainees will be working with animals, exposed to hazardous situations, or in contact with patients, ICs are responsible for assuring that Trainees receive appropriate instruction in safety, use of equipment, handling hazardous materials, and proper animal care and treatment.

**NOTE:** Trainees may not engage in patient care activities. Any clinically-related activities **MUST** explicitly be under the direct supervision and control of an NIH employee.

Rotations in Science Policy offices, generally only one rotation of three months or less, are permitted when such activity can be justified as an integral part of the NIH research experience.

All training, regardless of duration or type, must be documented in the training plan and/or other appropriate administrative training databases.

All trainees, regardless of whether they receive supplemental and/or sole NIH funding, are

to receive training in an equitable manner.

**Postdoctoral,  
Predoctoral and  
Post-Baccalaureate**

Trainees may receive government sponsored training directly related to the purpose of the Traineeship.

ICs may provide tuition assistance to Trainees to the extent it is for courses related to the research experience.

**Technical**

ICs are expected to fund training directly related to the purpose of the Traineeship, generally consisting of two courses per year at an accredited academic institution. In addition, Trainees are expected to attend one FAES BIO-TRAC course or equivalent, per 6-month period and a seminar series designed by ICs and coordinated by the NIH Office of Education.

**Student**

Trainees may receive government sponsored training directly related to the purpose of the assignment.

**S. Travel:**

Travel (mileage and per diem of Trainee only) to NIH is permitted at the discretion of the IC; no allowance for dependents, movement of household goods or return travel is authorized.

Payment of travel to scientific meetings or training at a remote site is at the discretion of the IC and is subject to availability of funds.

When a separate travel allowance is available through an outside sponsor, NIH will supplement that allowance only to the extent that outside funding is insufficient to pay authorized mileage and per diem at IC discretion.

**T. Termination of Traineeship for Cause:**

Termination of Traineeship may be made prior to specific expiration date for scientific or other forms of misconduct, interpersonal incompatibility, or failure to comply with terms of the Traineeship or to carry out or satisfy the purpose for which it was made. All termination proposals for cause must be in writing and provide Trainees with an opportunity to make reply before a decision is rendered.

The Office of Financial Management (OFM) and the FAES must be notified immediately and proper clearance obtained when a Traineeship is terminated for cause, to avoid overpayment. Trainee will reimburse OFM, NIH for any and all stipend overpayments prior to OFM clearance.

Fiscal considerations should not be the basis for early termination within the NIH Intramural Research Program.

See: <http://www1.od.nih.gov/oir/sourcebook/irp-policy/early-term.htm> for early termination of postdoctoral fellows.

### **U. Excused Absence with Stipend:**

Trainees do not earn annual or sick leave. However, they are excused for: 1) Federal holidays, 2) ill-health, 3) personal emergencies, and 4) vacations when awards are more than 90 days. For vacations, two weeks excused absence is suggested and the number of days should be prorated for Trainees on part-time tours of duty.

Six weeks of absence for the delivery or adoption of a baby is a minimum duration, with flexibility being determined by the supervisor.

### **V. Excused Absence without Stipend:**

Absence without stipend may be approved by the preceptor with concurrence from respective IC Scientific Director. The IC must notify OFM in sufficient time so OFM is able to enter the effective date to temporarily stop as well as to resume payment. Care must be exercised if the time period exceeds the date specified in the award period. Health insurance coverage must be paid by the fellow commencing with the first full month of absence. An absence does not extend the approved total award period.

### **W. Medical Treatment:**

Trainees may use the Occupational Medical Service for injuries sustained on the training assignment and for emergency care. Trainees are entitled to workers' compensation and benefits under the Federal Employees

Compensation Act 5 U.S.C. 8101(1)(B).

### **X. Health Insurance:**

Trainees must have adequate health insurance coverage to receive training in NIH facilities. This requirement may be satisfied by a policy held either in the Trainee's name or in another's name with the Trainee identified as a family member. Verification of health benefit enrollment is required.

Two approved plans of health insurance are available through the Foundation for Advanced Education in the Sciences (FAES). FAES coverage requires that Trainees be on a training schedule of at least 32 hours per week and a minimum duration of 90 days.

Funds for individual or family FAES' fee-for-service Preferred Provider Option health insurance are provided by the sponsoring IC at the direction of the trainee. For a non-FAES policy, NIH will pay or reimburse for a policy issued in the Trainee's name in an amount not to exceed that of the FAES' fee-for-service Preferred Provider Option, individual or family coverage, as appropriate. In addition, NIH will reimburse for any additional health insurance cost, if incurred, as a result of being covered under a spouse's plan as a "family member" in an amount not to exceed the cost of the FAES' fee-for-service Preferred Provider Option. Sufficient documentation verifying health insurance coverage and documenting health insurance costs are required for a non-FAES policy.

When the outside sponsor provides insufficient funding for the purchase of health insurance coverage, the IC may provide supplemental funding to permit the purchase of a policy

equivalent in cost to the FAES' fee-for-service Preferred Provider Option, individual or family coverage, as appropriate.

If a fellow separates from NIH; terminates his or her FAES health insurance coverage; subsequently returns to NIH; and wants to enroll again in an FAES plan, the fellow must personally pay the premiums for each of the months since termination of coverage if there was less than a three month break in the training period. If more than a three month break in the training period occurs, the fellow may enroll again as if a new subscriber.

**Students:** In cases where; 1) the duration of the Traineeship is less than 90 days and; 2) the purchase of a Health Insurance Policy would result in undue financial hardship for the student, the IC may pay the total associated cost.

### **Y. Retirement Benefits:**

Trainees are not eligible for Federal retirement benefits.

### **Z. Social Security/Medicare:**

Since IRTA Fellowships are considered awards for training and not wages for service, neither social security nor Medicare is deducted from stipends. Although definitive determinations regarding Social Security obligations and coverage must be made by the Internal Revenue Service and the courts, it is the opinion of the NIH Legal Advisor that Trainees would not be considered to be self-employed for purposes of coverage under the Social Security Act and therefore, need not make Social Security or Medicare payments on their own behalf.

### **AA. Income Taxes:**

Stipends are subject to Federal, state, and local income taxes, however, NIH does not withhold taxes from the Trainees' stipend. The Office of Financial Management (OFM) annually prepares and sends appropriate income information to the IRS and to Trainees. Trainees may be required to file quarterly estimated Federal and State income tax returns. Since interpretation and implementation of the tax laws are the responsibility of the IRS and courts, Trainees should consult their local IRS office if they have questions about the applicability of the current tax code to the taxability of Traineeships, the proper steps to be taken regarding tax obligations, and concerns regarding their own situation.

### **BB. Tort Claims:**

It is the opinion of the Office of General Counsel that Trainees are eligible for coverage under the Federal Tort Claims Act (28 U.S.C. 2671 et seq.) for damages or injuries that arise from actions occurring within the scope of their assignment and while under the direct control and supervision of a Federal employee. However, the ultimate decision on issues of liability are made by the courts on a case-by-case basis. Should claims arise from the actions of Trainees acting within the scope of their assignments, NIH would ask that they be defended by the Department of Justice as if they were Federal employees.

### **CC. Outside Work:**

Outside employment for Trainees must be approved in accordance with [NIH Manual 2300-735-4, "Outside Work and Related Activities with Outside Organizations."](#)

### **DD. Program Evaluation:**

The NIH Office of Education will periodically evaluate the IRTA Program for representation of women, minorities, and disabled persons; to assess its relationship with other NIH Traineeship Programs; and to determine whether it is functioning effectively and accomplishing the purpose for which it was designed. The results of these evaluations and any recommendations for changes to the Program will be presented to OIR, NIH and the NIH Board of Scientific Directors for consideration.

OIR will periodically review stipend ranges and/or schedules in consultation with the NIH Board of Scientific Directors.

Recommended adjustments by OE, NIH and OIR, NIH will be submitted to the IC Directors for review and concurrence and then to the Director, NIH for final approval.

### **EE. Publications:**

The publication and presentation of scientific research by Trainees are governed by the same policies as applied to other scientists, either employed by or in training at NIH ([NIH Manual 1183 "Publications"](#)).

### **FF. Inventions:**

Trainees are bound by all provisions of Executive Order 10096, as amended, 45 C.F.R. Part 7 and any orders, rules, regulations or the like issued thereunder as if Trainees were government employees who conceived an invention or first actually reduced it to practice while at the NIH. Trainees will disclose promptly, to the appropriate NIH Officials, all inventions which they conceive or first actually reduce to practice during their assignment at the NIH, and to sign and execute all papers necessary for conveying to the government the rights to which it is entitled by virtue of Executive Order 10096, as amended.

### **GG. Privacy Act:**

Records must be maintained in accordance with Privacy Act System Notice: 09-25-0158, Administration: Records of Applicants and Awardees of the NIH IRTA Program, HHS/NIH/OD.

### **HH. Retention and Disposal of Records:**

All records (e-mail and non-e-mail) pertaining to this chapter must be retained and disposed of in accordance with NIH Manual [1743](#), "Keeping and Destroying Records," Appendix 1, "NIH Record Control Schedule."

NIH e-mail messages. NIH e-mail messages (messages, including attachments, that are created on NIH computer systems or transmitted over NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal records. These records must be maintained in accordance with current NIH Records Management

guidelines. Contact your IC Records Officer for additional information.

All e-mail messages are considered Government property, and, if requested for a legitimate Government purpose, must be provided to the requester. Employees' supervisors, NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to or copies of the e-mail messages. E-mail messages must also be provided to Congressional oversight committees if requested and are subject to Freedom of Information Act requests. Since most e-mail systems have back-up files that are retained for significant periods of time, e-mail messages and attachments are likely to be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same requests as the original messages.

## **II. Management Controls:**

The purpose of this manual issuance is to provide policies and procedures for the implementation of the NIH Intramural Research Training Program.

1. The Offices responsible for management controls relative to this manual issuance are the Office of Intramural Research (OIR) and the Office of Human Research Management (OHRM). Through this issuance the OIR/OHRM are accountable for the method used to ensure that management controls are implemented and working.
2. Frequency of Review: Periodic review of fellowship process will be completed to determine if ICs are in compliance with policy.
3. Method of Review: The OIR/OHRM will initiate and lead reviews as deemed necessary.
4. Review reports are sent to the Deputy Director for Intramural Research, Director of Human Resources, and to the Deputy Director for Management, NIH.

## **JJ. Required Forms:**

### **ACTIVATION**

Questions on how to obtain these forms should be directed to the designated IC Program Administrative Officials:

- NIH 2590, Request for Intramural Research Training Award  
<http://forms.cit.nih.gov/adobe/personnel/NH2590.PDF>
- NIH 2590-1, Verification of U.S. Citizenship or Permanent Residency Status  
[http://forms.cit.nih.gov/adobe/personnel/NH2590\\_1.PDF](http://forms.cit.nih.gov/adobe/personnel/NH2590_1.PDF)
- NIH 2590-2, Request for Supplemental Intramural Research Training Award should be completed if the Trainee is receiving outside funding.  
[http://forms.cit.nih.gov/adobe/personnel/NH2590\\_2.PDF](http://forms.cit.nih.gov/adobe/personnel/NH2590_2.PDF)
- IRS W-9, Payer's Request for Taxpayer Identification Number  
<http://forms.cit.nih.gov/adobe/timekeeping/W9.PDF>
- PHS 1485, Approval List Certification  
<http://forms.cit.nih.gov/adobe/personnel/PH1485.PDF>
- PHS 416-5, Research Fellowship Activation

[http://forms.cit.nih.gov/adobe/personnel/PH416\\_5.PDF](http://forms.cit.nih.gov/adobe/personnel/PH416_5.PDF)

- NIH 2542-1, Election of Health Insurance Plan Through FAES (If your Administrative Office does not have a copy, contact OFM at 496-5635.)
- NIH 2542-2, Election of Health Insurance Plan Through Private Company (If your Administrative Office does not have a copy, contact OFM at 496-5635.)
- NIH 2010, Notice of Financial Action on Fellowship Award  
<http://forms.cit.nih.gov/adobe/personnel/NH2010.PDF>
- Change of Stipend Check Mailing Address Memorandum

## RENEWALS

These forms must be completed and submitted to the OFM 30 days before proposed effective date of the renewal. Trainees who are not renewed on a timely basis will be automatically terminated:

- PHS 1485, Approval List <http://forms.cit.nih.gov/adobe/personnel/PH1485.PDF>
- PHS 416-5, Research Fellowship Activation Notice
- NIH 2542-1, Election of Health Insurance Plan Through FAES (If your Administrative Office does not have a copy, contact OFM at 496-5635).
- NIH 2542-2, Election of Health Insurance Plan Through Private Company. (If your Administrative Office does not have a copy, contact OFM at 496-5635).
- NIH 2010, Notice of Financial Action on Fellowship Award (if stipend changes).

## TERMINATIONS

NIH 2144, Fellowship Termination Notice must be completed 30 days before effective date of scheduled termination and forwarded to OFM.

<http://forms.cit.nih.gov/adobe/personnel/NH2144.PDF>.

[Appendix 1](#) | [Appendix 2](#) | [Appendix 3](#) | [Appendix 4](#) | [Appendix 5](#) | [Appendix 6](#)  
[Attachment 1](#) | [Attachment 2](#) | [Attachment 3](#) | [Attachment 4](#)

MANUAL CHAPTERS  
MAIN MENU

BROWSE

SEARCH

UPDATE

BACK TO THE OMA  
HOME PAGE

Last Updated: 08/31/00

[NIH](#)